Information Technology Advisory Board

Mentoring Committee Charter

1.0   Authorization

The ITAB Mentoring Standing Committee is established at the discretion of the Information Technology Advisory Board (ITAB) Chairperson for the purpose of assisting in the facilitation of ITAB business. This authorization is specified in Section 5.2 of the ITAB charter. Additionally, "mentoring" is identified in *Missouri's Revised Training Rule* -1CSR20-6.010 - as one of the twenty-four competencies which Supervisor and Managers must obtain professional development.[1]

2.0   Name

The official name of this organization is the ITAB Mentoring Standing Committee.

3.0   Purpose

The ITAB Mentoring Standing Committee (hereafter "the Committee") is established for the primary purpose of assisting in the facilitation of ITAB business. More specifically, it is intended to provide leadership and guidance to the ITAB in establishing a methodology for mentoring and challenging members, particularly new members, to share knowledge and experiences, provide opportunities for growth and learning, provide timely and specific feedback, develop leadership skills, achieve their potential and continuously improve within state government.[2]

3.1   Objectives

The Committee advises ITAB and other state entities on activities that create and maintain an environment that is conducive to the success of protégé mentoring. The Committee fosters cooperation and information sharing among state agencies and others to enhance overall performance of ITAB members and designates. Specific objectives of the committee include:

3.1.1   Clearly define and promote the charter and goals of the Mentoring Subcommittee as well as the roles and responsibilities relating to mentoring in the State of Missouri information technology environment.

3.1.2   Promote policies, procedures, processes and practices relating to mentoring, coaching, team building and other IT employee development.

3.1.3   Identify specific positive and negative issues, activities, and techniques that contribute either to the success of the mentoring program or present barriers to the program.

3.1.4   Define and monitor barriers to implementation as well as maintenance of the mentoring program as well as outline alternative actions and activities that will contribute to barrier removal and problem solving; thereby, facilitating the success of the mentoring program.

      3.1.5   Define and promote alternative actions, activities and methods that will contribute to the establishment and on-going success of the mentoring program; including the structure, support, skills and strategies required.

      3.1.6   Provide a framework that ensures information technology mentoring efforts a conducted in compliance with applicable regulations, observing sound business practices including methods of measuring the success or failure of each action or activity as well as the overall mentoring program.

      3.1.7   Provide oversight to ensure information technology mentoring efforts are appropriately designed, tracked, monitored, and guided to achieve defined success factors and obtain expected results.

4.0   Membership

4.1   Members

Representatives of the Information Technology Advisory Board member agencies are eligible for Committee membership. Members are official when the ITAB primary member designates in writing, the primary and alternate representatives for that organization. Primary and alternate representatives must be submitted to the Committee chairperson annually.

5.0   Structure

5.1   Officers

Chairpersons are designated annually by the ITAB chairperson and presented to ITAB for confirmation in the April ITAB meeting.

5.2   Subcommittees

Subcommittees may be established at the discretion of the Committee chairperson. The chairperson will maintain written documentation of the subcommittee structure and purpose.

6.0   Duties and Responsibilities

6.1   Members

Members are expected to attend and participate in Committee meetings. Members are the link between the Committee and their respective agencies.

6.2   Chairperson

The Chairperson is responsible for leadership and coordination of all Committee activities. The Chairperson is responsible for maintaining close cooperation and working relations with members and with ITAB. The Chairperson solicits and maintains current Committee membership. The Chairperson is responsible for meeting schedules, meeting agendas, conduct of meetings and the documentation of meetings. The Chairperson develops and presents Committee recommendations to the ITAB.

6.3   Office of Information Technology

A representative from the Office of Information Technology will attend Committee meetings to provide administrative support to the Chairperson. Support functions include the development and enhancement of materials established to support Committee activities.

7.0   Policy and Standards

The Committee will advise ITAB on policies, procedures and methodologies related to protégé mentoring which improve the probability of members' success and hasten new members' acclamation to the state's Information Technology community.

8.0   Meetings

Committee meetings are normally held on a monthly basis at the discretion of the Chairperson. The meetings are open meetings with the agenda set by the Chairperson. Closed meetings may be held in compliance with RSMo Chapter 610 (Sunshine Law).

9.0   Term of Charter and Amendments

9.1   Term

This charter shall exist as written or as amended by section 9.2 until such time as the ITAB Mentoring Standing Committee is dissolved.

9.2   Amendments

This charter shall be amended when a motion to amend is agreed to by two thirds of the voting Information Technology Advisory Board members during a meeting of a quorum of the ITAB members. An ITAB member must submit an amendment to the ITAB Chairperson in writing in order for the amendment to be considered. Amendments are presented to the ITAB membership at the first meeting after the Chairperson is in receipt of the amendment. Amendments are voted on at the ITAB meeting following the presentation.

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[1] Office of Administration – Employee Development Section Web Site http://www.eds.state.mo.us/comprule.html
[2] Office of Administration – Employee Development Section Web Site
http://www.eds.state.mo.us/competency.htm#mentor